

ePortfolio

Help Sheets for Creating an ePortfolio in foliofor.me

You will create an eportfolio throughout your education program to highlight your learning. The eportfolio will contain artifacts and reflections showcasing your work and growth as a budding professional.

You will use the web site foliofor.me to build the eportfolio.

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To get additional help:

go to this page for PDFs and videos

<http://reflective-educator.wikispaces.com/FolioForMe+Help>

Contact Dr. Pownell at david.pownell@washburn.edu

Steps in Creating Your ePortfolio

By the end of ED 150 and ED 200, you should have:

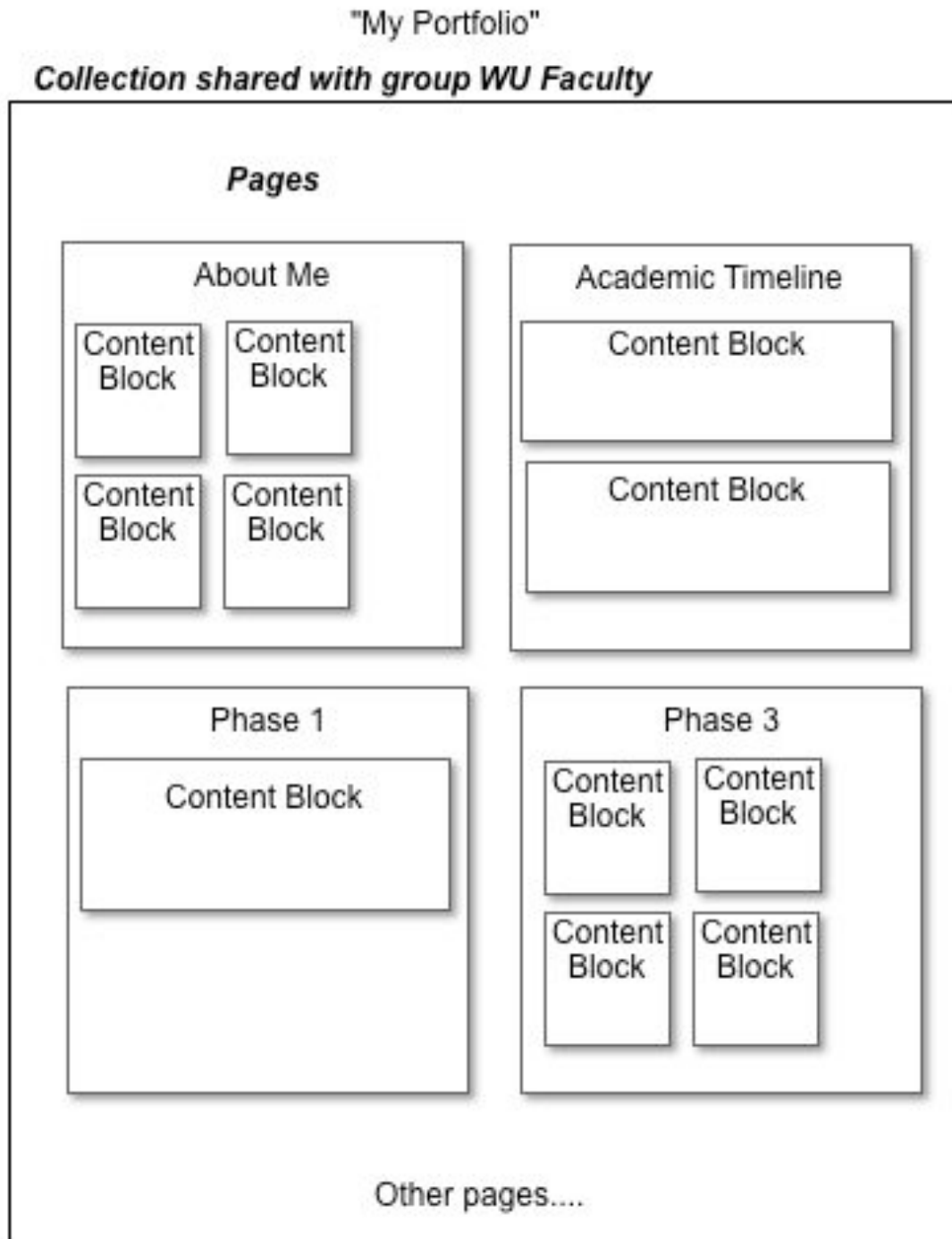
- all required pages created except the additional one
- steps 1 through 3 below done
- Phase 1 page filled out
- a good start on the About Me and Academic Timeline pages

1. register your user account at foliofor.me (do only once)
2. create the pages of your eportfolio
 - a. you can create the pages from scratch or you can copy them from our demo site
 - b. Required pages
 - i. About Me
 - ii. Academic Timeline
 - iii. Phase 1
 - iv. Phase 2
 - v. Phase 3
 - vi. Phase 4
 - vii. at least one additional page of your choice
3. Create a Collection and share it with the group WU Faculty (do once only)
4. Add content to your pages throughout your program

ePortfolio Structure

An eportfolio is a **Collection** which is a group of **Pages** with each containing **Content Blocks**. The content blocks can contain many types of **Content** including text, video, or pictures.

The Collection is **Shared** with the **Group WU Faculty**.



Required Pages with Required Content

About Me page

- Profile Information - At least name and picture
- Create a video including topics below, plus written narrative. Can be done as a monologue or in an interview format. Put on some video site such as Youtube and embed it.
- Educational history
- Educational goals
- Experiences with children/school
- Why do you want to teach?
- Why do you want to teach the content you want?

Academic Timeline page

This page is your plan for progressing through the program. Include things such as:

- When you'll apply for admission
- When you'll take the PPST
- When will you take PLT and Praxis II
- Other important steps in the program

Phase 1 page

- Personal Professional Reflection Statement (Conceptual Framework) From ED 150
- KPTP task 1, urban settings
- Lesson plan template activity From ED 200KPTP task 1 Bloom's Taxonomy

Phase 2 page (artifacts from the courses are components of or related to the KPTP tasks)

- ED 300 learning technology artifacts
- Elem Block/P-12 Sec Methods
- ED 302
- ED 402
- Personal Professional Reflection Statement (Conceptual Framework)

Phase 3 page

- ED 400 entire KPTP

Phase 4 page

- First year teaching reflection

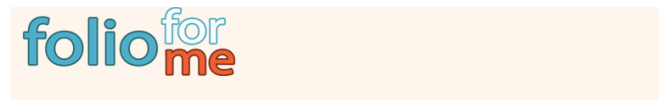
Additional Page (at least one extra page required, your choice) Some suggestions

- Learning Technology skills
- Related Service Projects
- International Travel related to education
- Related additional teaching activities
- Related projects
- WTE
- Apeiron

Register

You will need to register to begin your eportfolio.

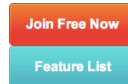
1. go to <http://foliofor.me>



Manage your own online learning eportfolio for free

foliofor.me is a free, fully-featured e-Portfolio and social networking space where you can:

- Create an impressive, media-rich eportfolio of work
- Write reflective blogs
- Make your own CV and Professional Profile
- Control who you share your work with
- Share ideas in social and professional communities
- Record and showcase your CPD activities



2. click on Join Free Now

The registration form on foliofor.me. It includes the logo, a 'Register' heading, a welcome message, and fields for email address, first name, and last name. There is also a checkbox for 'I agree to the Terms and Conditions' with 'Yes' and 'No' radio buttons, and a 'Register' button.

Register

Welcome! To use this site you must first register. You must also agree to the [term privacy statement](#).

Email address *

First name *

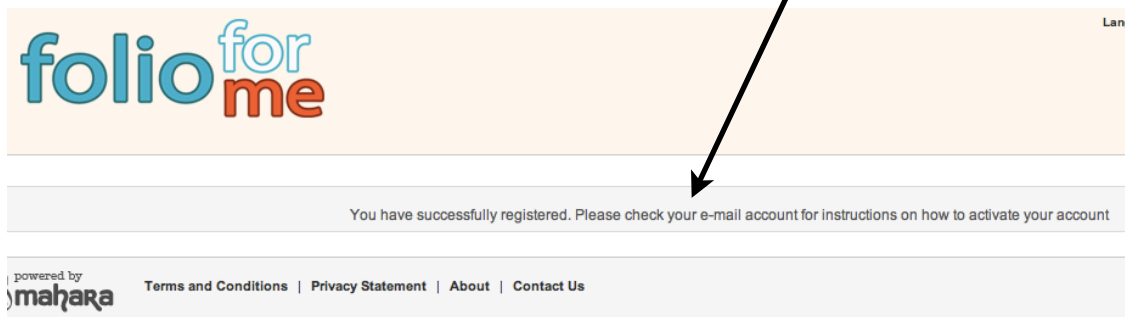
Last name *

I agree to the Terms and Conditions * ☐ Yes ☒ No

3. enter your information, read the terms and conditions, and agree.

Click Register

4. check your email for instructions on finishing your registration



Dashboard

The screenshot shows the foliofor.me dashboard. At the top, the logo "foliofor me" is on the left, and navigation tabs "Dashboard", "Content", "Portfolio", and "Groups" are in the center. Below the tabs is a welcome message: "Welcome to foliofor.me! Choose an option from the menubar or the buttons below to start creating your own Online Portfolio. Start by filling out your Professional Profile. Try joining some groups or writing a blog. If you are stuck, remember to visit the help area." Below this are eight tiles arranged in two rows of four. The first row contains "My Profile" (with a folder icon and subtext "Arrange your own Profile Page"), "Journal" (with a notepad icon and subtext "What have you been doing?"), "Files" (with a document and pie chart icon and subtext "Upload and organise files"), and "Pages" (with a document and ruler icon and subtext "Show off your portfolio"). The second row contains "Groups" (with a speech bubble icon and subtext "Share ideas in groups"), "Friends" (with a group of people icon and subtext "Make friends"), "CV / Resume" (with a star icon and subtext "Your professional information"), and "Settings" (with a gear icon and subtext "Manage your portfolio"). Annotations with arrows point to specific tiles: "Create your profile" points to "My Profile"; "Create and write in journals" points to "Journal"; "Upload and organize files" points to "Files"; "Create, edit, and share pages and collections" points to "Pages"; and "Change settings such as password, friend and messaging controls, etc." points to "Settings".

Dashboard Content Portfolio Groups

foliofor me

Create and write in journals

Upload and organize files

Welcome to foliofor.me!
Choose an option from the menubar or the buttons below to start creating your own Online Portfolio. Start by filling out your **Professional Profile**. Try joining some **groups** or writing a **blog**. If you are stuck, remember to visit the **help area**.

My Profile
Arrange your own Profile Page

Journal
What have you been doing?

Files
Upload and organise files

Pages
Show off your portfolio

Create your profile

Create, edit, and share pages and collections

Groups
Share ideas in groups

Friends
Make friends

CV / Resume
Your professional information

Settings
Manage your portfolio

Change settings such as password, friend and messaging controls, etc.

My Profile



The Profile page contains information about you. This is the one page that is public by default. However, you do have some privacy controls on the information.

IMPORTANT: Please be careful about the information you put on the profile as some of it is public. Do not put any personal information on it that you do not want others to know such as phones numbers, etc. You do not need to add any information on the Contact Information, Messaging, or General tabs.

The screenshot shows the 'Profile' page with tabs for 'About me', 'Contact information', 'Messaging', and 'General'. The 'About me' tab is active. It contains a profile picture placeholder, a text input for 'First Name' (filled with 'John'), a text input for 'Last Name' (filled with 'Dewey'), a text input for 'Student ID', and a text input for 'Display Name' (filled with 'John D'). Below these is an 'Introduction' section with a rich text editor. Annotations with arrows point to the 'First Name' and 'Last Name' fields, stating 'Your real name.' and 'Do not need WIN'. An arrow points to the 'Display Name' field, stating 'Use a display name to show instead of your real name. This is recommended. First name and Last Initial is a good choice.'

You may want to upload a picture. Remember this will be public.

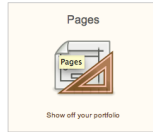
The screenshot shows the 'Profile Pictures' page with a table of profile pictures. The table has columns for 'Image', 'Image Title', 'Default', and 'Delete'. There is one row with a profile picture of a man, the title 'Unknown.jpeg', and a radio button for 'Default'. Below the table are buttons for 'Set Default', 'Use no default', and 'Delete selected Profile Pictures'.

Upload Profile Picture

You may upload up to **five** profile pictures here, and choose one to be displayed as your default icon at any one time. Your icons must be between 16x16 and 1024x1024 pixels in size.

The screenshot shows the 'Upload Profile Picture' form. It has a 'Profile Pictures' section with a 'Choose File' button (labeled 'no file selected') and an 'Image Title' text input. Below these is an 'Upload' button. Annotations with arrows point to the 'Choose File' button, stating 'Choose a picture from your computer.', the 'Image Title' input, stating 'Give it a title if you want', and the 'Upload' button, stating 'Upload it'.

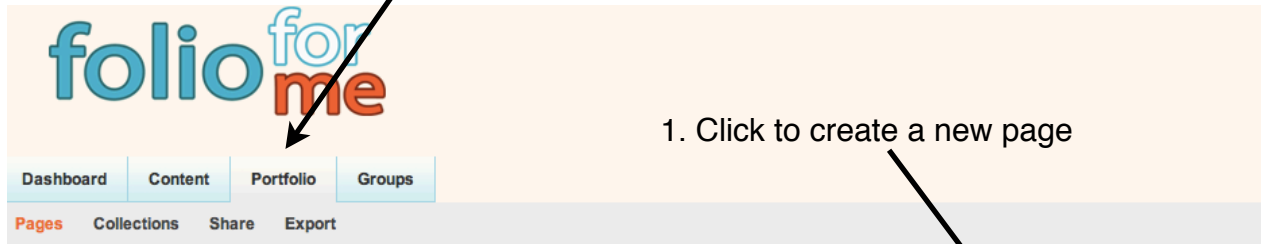
Creating pages



Click on the Portfolio Tab or the Pages button if in the Dashboard

Type to enter text

1. Click to create a new page



Pages

Search: Title, description, tags Search

Dashboard page

Your dashboard page is what you see on the homepage when you first log in. Only you have access to it

Profile page

Your profile page is what others see when they click on your name or profile picture

Create Page

Copy a page

2. Edit Title and Description

3. Type in the appropriate page name

Untitled by John D

Edit Content

Edit Title and Description

Edit Layout

Display page »

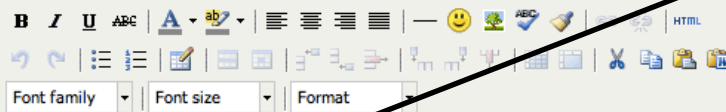
Share page »

4. Optional: Type in a description if desired

Page Title *

Untitled

Page Description



Tags

Show my tags

Enter comma separated tags for this item. Items tagged with 'profile' are displayed in your sidebar.

Name display format *

Display Name (John D)

How do you want people who look at your page to see your name?

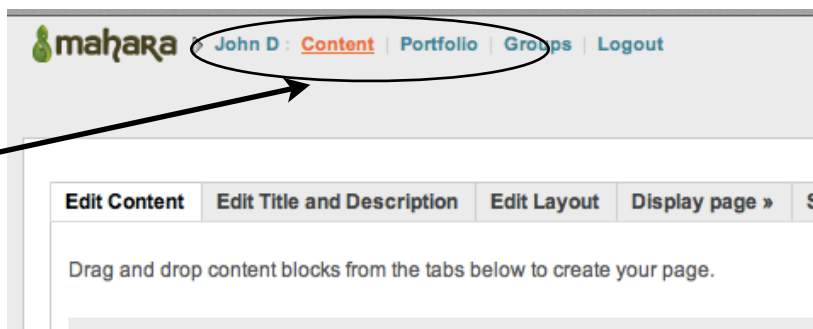
Save

5. Click Save

Done

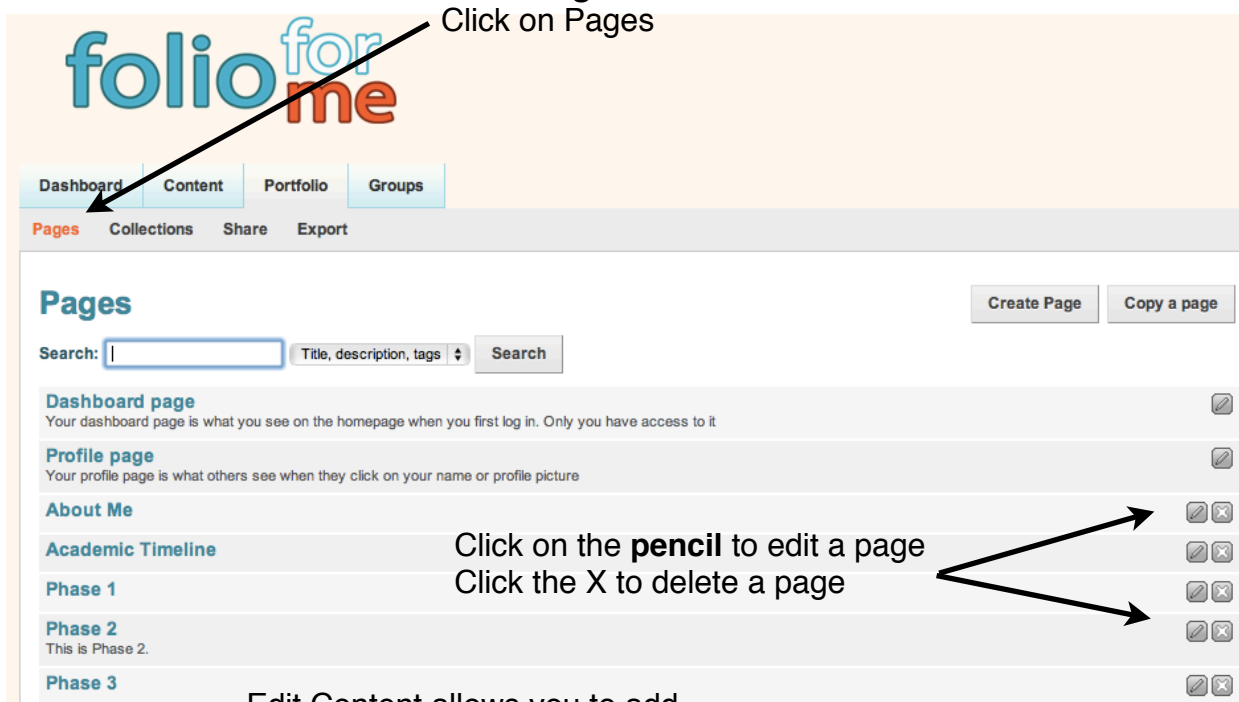
6. Click Done

IMPORTANT: When you create or edit pages, it will not be evident how to return to the dashboard. To do this, HOVER over the area to the right of the Mahara title. Click on Content or Portfolio to return.



Editing Pages

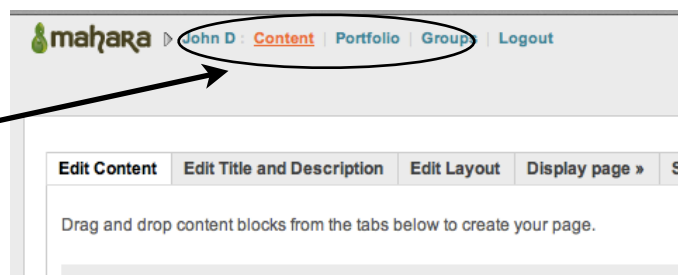
Click on the Portfolio Tab or the Pages button if in the Dashboard



Edit Content allows you to add many types of content



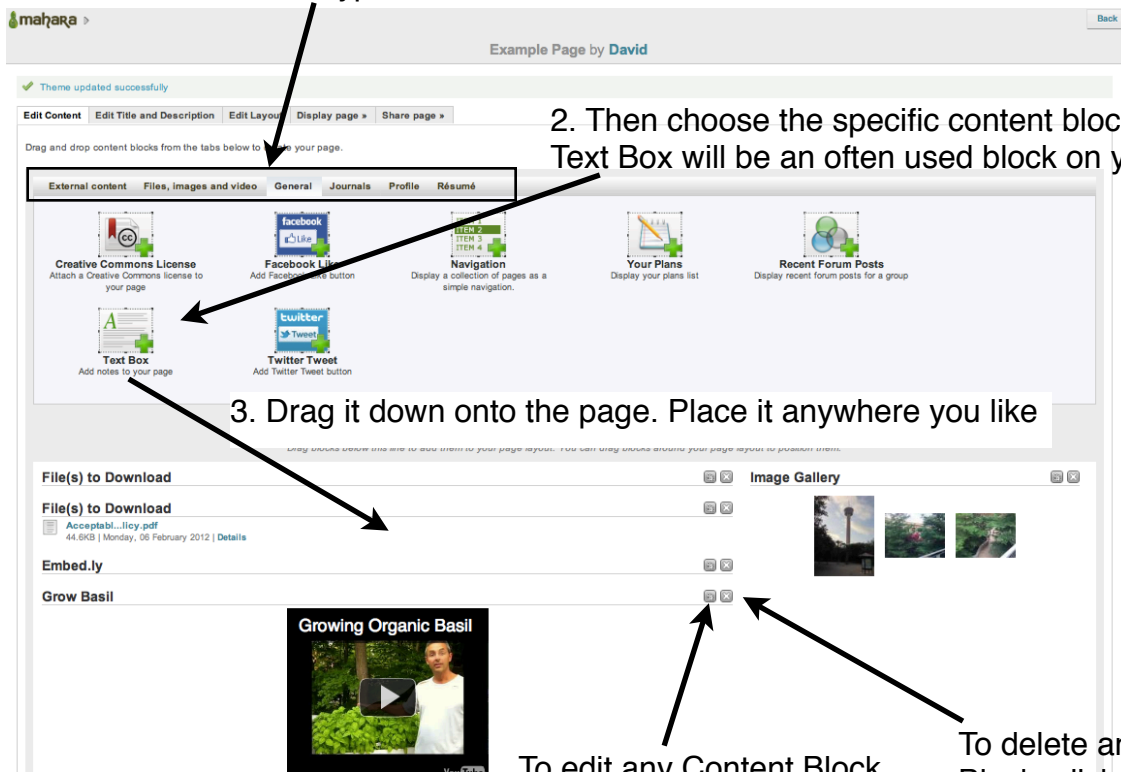
IMPORTANT: When you create or edit pages, it will not be evident how to return to the dashboard. To do this, **HOVER** over the area to the right of the Mahara title. Click on Content or Portfolio to return.



Adding and Editing Content Blocks

Content Blocks are areas that hold different types of content.

1. Choose the type of content




2. Then choose the specific content block you want. A Text Box will be an often used block on your eportfolio.

3. Drag it down onto the page. Place it anywhere you like

To edit any Content Block, click the "Configure" button on the left

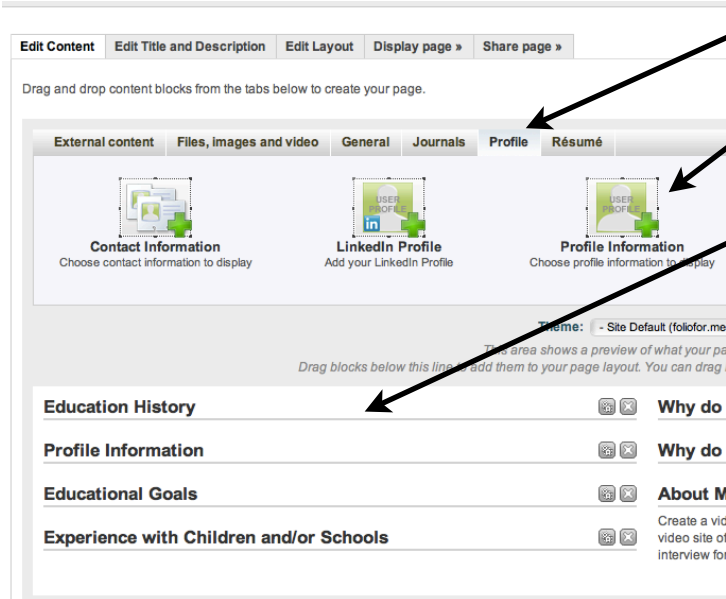
To delete any Content Block, click the "X" button on the right

To move any Content Block, hover over the block until you see the crossed arrows.  Then drag to another place on the page.

Putting Profile Information on About Me Page

1. click on Profile

2. Drag the Profile Information content block down onto the page area.



3. Choose to show first and last names, introduction if you wrote one, and your picture.

4. Click Save

5. You should now be able to see your profile information

Profile Information: Configure

Block Title
Profile Information

Fields to show

- ☒ First Name
- ☒ Last Name
- ☐ Display Name
- ☒ Introduction

4 results

Profile Pictures

- ☐ Don't show a profile picture
- ☒ Unknown.jpeg

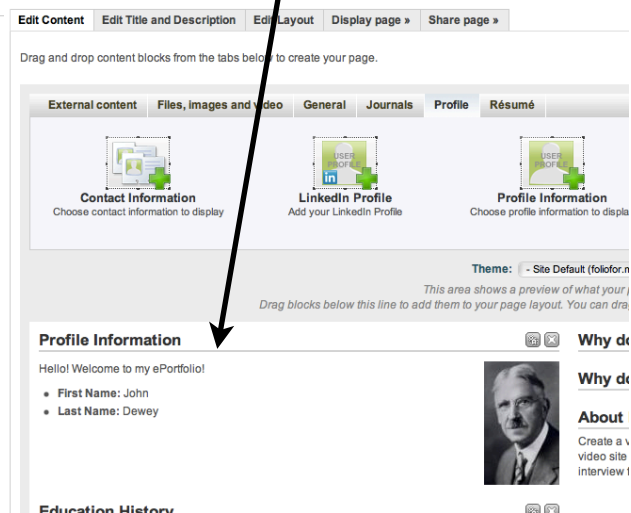
Email Address

- ☒ Don't show email address
- ☐ johndewey2013@gmail.com

Introduction Text

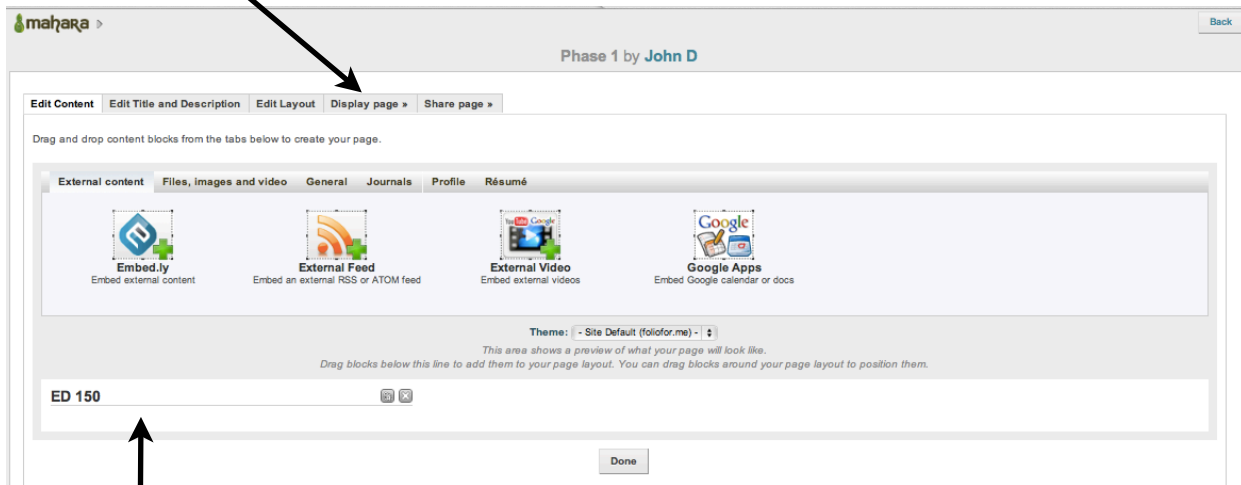
You can use the Introduction profile field instead by enabling that and leaving this field blank

Save **Remove**



Display Page

The Display Page option is a preview and will show how the page will look to visitors.



Note how the content block(s) are seen in both editing and Display.

To edit the the page, click Edit this page or Back

This is how the page will look to visitors.



Page Layout

The Edit Layout option allows you to determine the number of columns and the sizes for a page. Each page will have its own layout.

maḥara >

Phase 1 by John D

Edit Content Edit Title and Description **Edit Layout** Display page » Share page »

Select how you would like the columns in your page to be layed out.

1 column

Equal widths

2 columns

Equal widths Larger left column Larger right column

3 columns

Equal widths Larger centre column Much larger centre column

4 columns

Equal widths Larger centre columns

5 columns

Equal widths

Choose the desired layout and click Save

Save

The screenshot shows the 'Edit Layout' tab in the Mahara interface. At the top, there's a navigation bar with 'maḥara >' on the left and 'Phase 1 by John D' on the right. Below this is a sub-navigation bar with tabs: 'Edit Content', 'Edit Title and Description', 'Edit Layout' (which is active), 'Display page »', and 'Share page »'. The main content area is titled 'Select how you would like the columns in your page to be layed out.' and lists five options: '1 column', '2 columns', '3 columns', '4 columns', and '5 columns'. Each option is accompanied by a small icon representing the layout and a label below it. For '1 column', the label is 'Equal widths'. For '2 columns', there are three icons with labels 'Equal widths', 'Larger left column', and 'Larger right column'. For '3 columns', there are three icons with labels 'Equal widths', 'Larger centre column', and 'Much larger centre column'. For '4 columns', there are two icons with labels 'Equal widths' and 'Larger centre columns'. For '5 columns', there is one icon with the label 'Equal widths'. A large black arrow points from the text 'Choose the desired layout and click Save' to the 'Save' button at the bottom left. Another smaller black arrow points from the same text to the '2 columns' section.

Creating a Collection and Adding Pages

A Collection is a group of pages which is your eportfolio. You will create a collection, share it with the group WU Faculty, and add your pages of content.

folioforme

Dashboard Content Portfolio Groups

Pages Collections Share Export

✓ Collection deleted successfully.

Collections

A Collection is a set of pages that are linked to one another and have the same access permissions. You can create as many collections as you like, but a page cannot appear in more than one collection.

No collections yet. [Add one!](#)

[New Collection](#)

To create a new collection, click on New Collection

folioforme

Dashboard Content Portfolio Groups

Pages Collections Share Export

Edit Title and Description

Collection name *

Collection description

Page navigation bar ☒ Add a horizontal navigation bar to every page in this collection by default.

[Cancel](#) [Next: Edit Collection pages](#)

Give the collection a name such as My Portfolio

Optional. Write a description if you want.

Click Next to add or edit pages in the collection

Continued on next page

foliofor me

Dashboard Content Portfolio Groups

Pages Collections Share Export

Edit Collection pages ⓘ

No pages.

Add pages to collection

About Me	<input type="checkbox"/>
Academic Timeline	<input type="checkbox"/>
Phase 1	<input type="checkbox"/>
Phase 2	<input type="checkbox"/>
Phase 3	<input type="checkbox"/>
test	<input type="checkbox"/>
Untitled	<input type="checkbox"/>

Add pages

Done

Click the checkbox next to any pages you want to add to the collection.

Then click Add Pages

foliofor me

Dashboard Content Portfolio Groups

Pages Collections Share Export

✓ Pages added to collection. Collection updated to include access from

Edit Collection pages ⓘ

Untitled

Phase 1

Phase 2

Add pages to collection

About Me	<input type="checkbox"/>
Academic Timeline	<input type="checkbox"/>
Phase 3	<input type="checkbox"/>
test	<input type="checkbox"/>

Add pages

Done

The pages will now show up in the collection.

Click Done when you are finished adding pages.

Sharing Your ePortfolio Collection with the Group WU Faculty

For the faculty to see your eportfolio, you will need to share it with the group WU Faculty. You will only need to do this once.

The image shows two screenshots of the foliofor.me interface with numbered instructions.

1. Click on Share under Portfolio

The first screenshot shows the top navigation bar with 'Dashboard', 'Content', 'Portfolio', and 'Groups'. Below it is a sub-navigation bar with 'Pages', 'Collections', 'Share', and 'Export'. An arrow points to the 'Share' link.

2. Click on the Edit Access button next to your portfolio

The second screenshot shows the 'Share' page. It has a table with columns: 'Collections', 'Access list', 'Edit Access', and 'Secret URLs'. Under 'Collections', there is 'My Portfolio'. Under 'Access list', there are 'Pages' listed: 'About Me', 'Academic Timeline', 'Phase 3', and 'test'. An arrow points to the 'Edit Access' button next to 'My Portfolio'.

Edit Access

By default, only you can see your Pages. You can share pages with others by adding access rules. Once you are d

Collections

☒ My Portfolio

Pages All None

☒ About Me ☒ Academic Timeline ☐ Phase 3 ☐ test

Share with

Public

Logged In Users

Friends

Share with My Groups

All My Groups

foliofor.me Community

3. Click on Share with other users and groups

An arrow points to the link 'Share with other users and groups'.

Advanced Options

Continued on next page

Edit Access

By default, only you can see your Pages. You can share pages with other users and groups.

Collections

☒ My Portfolio

Pages

☐ All ☐ None

☐ About Me

☐ Academic Timeline

☐ Phase 3

Share with

Add Public

Add Logged In Users

Add Friends

Share with My Groups

Add All My Groups

Add foliofor.me Community

▼ Share with other users and groups

Search Groups



1 2 3 4 5 ... > >

Add Marcia Inacio

Add Tamara Kemmer

4. Choose Groups

5. Type in WU Faculty

6. Click Search

Edit Access

By default, only you can see your Pages. You can share pages with other users and groups.

Collections

☒ My Portfolio

Pages

☐ All ☐ None

☐ About Me

☐ Academic Timeline

☐ P

Share with

Add Public

Add Logged In Users

Add Friends

Share with My Groups

Add All My Groups

Add foliofor.me Community

▼ Share with other users and groups

Search Groups



Add WU Faculty -

Everyone in Group

7. Check to make sure it found the correct group

8. Click Add

9. Click the Save button

Copy Pages from Demo Account

You can copy pages from the demo account if you want. This may save you a little time over starting each page from scratch.

1. Go to your pages area

2. click on Copy a page

3. Search owners for John D exactly as shown

Copy a page

Here you can search through the pages that you are allowed to copy as a starting point for making a new page. You can search on its name. Once you have found the page you wish to copy, click the corresponding "Copy Page" button to make a copy.

Search pages:

Search owners:

Name Owner

4. Check to make sure you have the right user

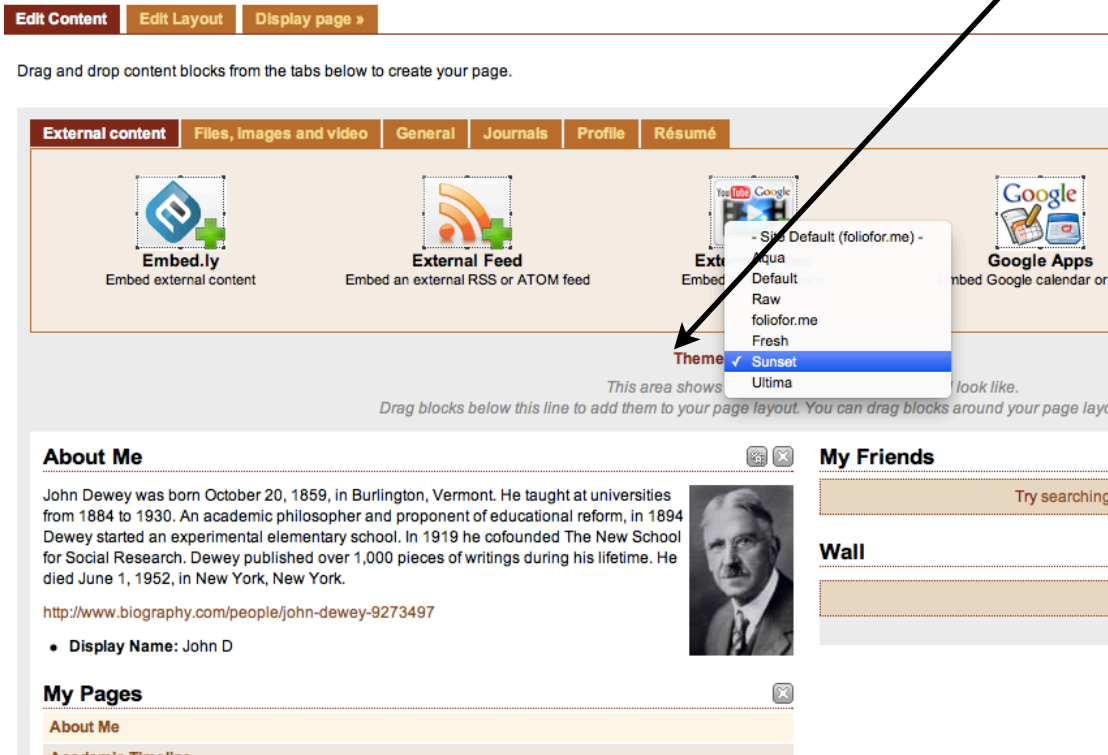
5. Choose a page to copy and click Copy page. That will copy the page into your eportfolio.

Name	Owner	Copy page
About Me	John D	Copy page
Academic Timeline	John D	Copy page
Additional Page (at least one required)	John D	Copy page
Phase 1	John D	Copy page
Phase 2	John D	Copy page
Phase 3	John D	Copy page
Phase 4	John D	Copy page

You will need to repeat this process for any other pages that you want to copy.

Changing the Theme of a Page (color)

You can change the theme of a page by choosing a theme from the Theme: pull down menu while editing a page. You will need to change each page separately. It is recommended that all pages have the same theme.



The screenshot shows a web page editor interface. At the top, there are three tabs: "Edit Content", "Edit Layout", and "Display page >". Below these tabs, a message says "Drag and drop content blocks from the tabs below to create your page." The main editing area has a header with tabs: "External content", "Files, Images and video", "General", "Journals", "Profile", and "Résumé". The "External content" tab is active, showing four content blocks: "Embed.ly", "External Feed", "External Embed", and "Google Apps". The "External Embed" block has a dropdown menu open, showing a list of themes: "Site Default (foliofor.me)", "Aqua", "Default", "Raw", "foliofor.me", "Fresh", "Sunset" (which is selected with a checkmark), and "Ultima". A black arrow points from the top right of the page towards the "Sunset" theme option in the dropdown menu. Below the content blocks, there is a section titled "About Me" with a biography of John Dewey, a URL, and a "Display Name: John D" option. To the right of "About Me" is a "My Friends" section with a "Try searching" button. Below "About Me" is a "My Pages" section with a list of pages including "About Me" and "Academic Timeline".